

TAB A

DISTRIBUTION OF CABLE COPIES BY SIGNAL CENTER
(Effective 24 March 1952)

FE, WE, EE, SE, NE Divisions

<u>Type of Cable</u>	<u>Number of Copies</u>		
	<u>SO</u>	<u>PC</u>	<u>Combined SO-PC</u>
Action	6	6	8 (FE 9)
Confirmation	4	4	6 (FE 7)
Information	2	2	3
<u>Sensitive</u>			
Action	4	4	5
Confirmation	2	2	3
Information	2	2	3

SR and WH Divisions

<u>Type of Cable</u>	<u>Number of Copies</u>		
	<u>SO</u>	<u>PC</u>	<u>Combined SO-PC</u>
Action	3	3	3
Confirmation	2	2	2
Information	2	2	2
<u>Sensitive</u>			
Action	3	3	3
Confirmation	2	2	2
Information	2	2	2

TYPICAL DISTRIBUTION OF CABLE COPIES*
(Action)

6 to Division

- 1 Chronological File (Destroyed after 3 months to 1 year.)
- 1 Deputy Chief (Destroyed after reading.)
- 1 Chief (Destroyed after reading.)
- 1 Support Staff (Destroyed after project completed.)
- 2 Branch (1 copy circulated; 1 chronological file)

- 1 ADSO or ADPC
 - 2 RI
 - 1 ADSO or ADPC Staff
 - 3 Signal Center**
- plus additional copies as requested.

* Copies are not delivered after 1600.

** Signal Center copies utilized as follows:

- 1 Permanent File (original message)
- 1 Master Ditto (for reproducing other copies)
- 1 Reading File (for logging; destroyed after 24 hours)